

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-100
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Mission	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

There shall be a written document delineating the agency's mission with the context of the Corrections' system. This document shall be reviewed and updated as needed.

**DISCUSSION:**

The mission statement should be concise, and serve as the focus for agency activities. The mission clarifies the agency's purpose and role.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-101
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Mission	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

There shall be a written statement that describes the philosophy, values, goals, and objectives of the agency. This statement shall be reviewed and updated as needed.

**DISCUSSION:**

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-102
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Organizational Structure	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

KDOC shall be notified in writing of any organizational changes within 30 working days from the date of the change.

**DISCUSSION:**

To provide a clear administrative picture, current organizational information is necessary. The information should include program groupings, staffing patterns, span of control, and lines of authority.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-103
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Policy Formulation	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

There shall be written policy and procedure governing the development, approval, monitoring and implementation of agency policies.

**DISCUSSION:**

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-104
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Policy Formulation	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

A Policy & Procedure Manual governing the operation and maintenance of all program components and services shall be accessible to all staff. The manual shall be reviewed annually and updated as needed.

**DISCUSSION:**

Manuals of standard operating procedures assist staff in successfully carrying out their assignments and ensure overall conformance to program policy and procedure. All staff should be thoroughly familiar with the sections concerning their functions.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-105
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Policy Formulation	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:

Written policy, procedure and practice shall require that new or revised policies and procedures be disseminated to staff, volunteers and interns, **prior** to implementation with the date of implementation specified on the document.

DISCUSSION:

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-106
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Policy Formulation	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:  
Open

DISCUSSION:

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-107
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Policy Formulation	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall comply with all applicable zoning ordinances, and building, sanitation, health and fire codes.

**DISCUSSION:**

None



Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-108
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Inter-Local Agreements	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall have documentation of approved Inter-Local Agreements as required by K.S.A. 12-2901 through 12-2907 and applicable amendments.

**DISCUSSION:**

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-109
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Performance Objectives	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:  
Open

DISCUSSION:

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-110
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Performance Objectives	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:  
Open

DISCUSSION:

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-111
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Placement and Assessment	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:  
Open

DISCUSSION:

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p><b>CHAPTER:</b></p> <p>Administration and Management</p>	<p><b>STANDARD NO.</b></p> <p>1A-ADM-112</p>
	<p><b>SECTION:</b></p> <p>General Administration</p>	<p><b>PAGE:</b></p> <p>1 of 1</p>
	<p><b>SUBJECT:</b></p> <p>Placement and Assessment</p>	
<b>REFERENCES:</b>		<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016

STANDARD:

Written policy, procedure, and practice shall require documentation of the authority to place a client in a community corrections program component.

DISCUSSION:

Each client's case file should contain evidence of their legal placement. The authority to place may be documented by a Court Order, statute or Courtesy Transfer Agreement.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-113
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Placement and Assessment	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall have written policy, procedure, and practice which govern how incidents of domestic violence are responded to by the agency.

**DISCUSSION:**

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-114
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Placement and Assessment	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Open

**DISCUSSION:**

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-115
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Placement and Assessment	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

There shall be written policy, procedure, and practice governing the release or transfer of supervision of clients.

**DISCUSSION:**

Collaboration with local stakeholders (judges, probation officials, county attorney, public defender) to ensure efficient utilization of community corrections resources is encouraged.



Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-116
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Placement and Assessment	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:  
Open

DISCUSSION:

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-117
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Work Hours	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall establish written policy, procedure, and practice which govern how supervision contacts will be made with clients during hours other than 8:00 A.M. to 5:00 P.M., Monday through Friday.

**DISCUSSION:**

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-118
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Staff Workload	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall establish written policy, procedure and practice governing how staff workloads will be determined, managed, and monitored.

**DISCUSSION:**

The efforts of all field staff should be considered in meeting the contact requirements set forth by the agency. While assigned to community corrections, clients frequently receive assistance from staff associated with other program components and services. Examples are: Surveillance, EMD, Resource Developers, and Community Service Work Coordinators. In most instances, the assigned ISO is no longer the sole provider of services or the sole coordinator of resources for clients.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-119
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Opportunities for Clients	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall establish written policy, procedure, and practice for developing employment, education, and vocational opportunities for clients.

**DISCUSSION:**

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-120
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Opportunities for Clients	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

There shall be written policy, procedure, and practice governing the supervision of clients with special needs.

**DISCUSSION:**

A mental and/or physical condition that requires different accommodations or arrangements than a general population offender normally would receive. Offenders with special needs may include, but are not limited to, developmentally disable, mentally ill, physically handicapped, chronically ill, and the disabled or infirm.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-121
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Incentives/Sanctions	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall establish a range of incentives/sanctions to respond to client behavior. Written policy, procedure, and practice shall govern their use.

**DISCUSSION:**

Incentives/sanctions should be individualized and match the client's behavior.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-122
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Contractual Services	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:  
Open

DISCUSSION:

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-123
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Contractual Services	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:  
Open

DISCUSSION:



Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-124
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Contractual Services	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies providing services to all clients shall develop a system for monitoring and documenting a contract provider's compliance with state and federal codes or practices relevant to clients.

**DISCUSSION:**

None

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-125
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Community Service	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

There shall be written policy, procedure, and practice governing the assignment and completion of Community Service Work.

**Payment in lieu of Community Service Work shall be prohibited.**

If additional Community Service Work Hours are assigned as an internal sanction, a policy must exist stating the authority for adding such hours as a consequence for specific behaviors. The authority must come directly from the court, be authorized as a condition of probation, or be stated in a list of alternative sanctions provided to the clients (approved by the Court) at the onset of probation.

**DISCUSSION:**

The agency shall document any approved changes of community service work hours in the client file. Donations of food to Food Banks are allowable exceptions.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-126
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Program Monitoring	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

STANDARD:  
Open

DISCUSSION:

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-127
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Program Monitoring	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall have written policy, procedure and practice governing **supervisory** reviews of case records assigned to subordinate staff.

**DISCUSSION:**

Agencies that adhere to standards of supervisory reviews are able to provide staff with timely and supportive feedback relevant to their work with clients assigned to the agency. Periodic reviews help to ensure that clients are receiving the level of monitoring and services that is consistent with the agency's mission, purpose, and Community Corrections Field Services Standards. Reviews can be used by a director as a tool to measure agency and staff performance.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-128
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Public Information	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing media access and public information.

**DISCUSSION:**

Directors are encouraged to identify who, within the agency, may release or discuss with the media, information relevant to agency operation or client participation. Federal and state laws that preserve a client's rights to privacy must be adhered to.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-129
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Public Information	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall have written policy, procedure and practice governing confidentiality and the protection of client case records.

**DISCUSSION:**

Repair persons and vendors should not be allowed to carry out their duties within a facility without the direct supervision of staff. Staff should take the necessary precautions to ensure that client records and related documents are properly stored. Additionally, the privacy of supervision sessions should be maintained.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-130
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Safety and Control	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Written policy, procedure, and practice shall define how unusual incidents and crisis situations shall be managed by agency staff.

**DISCUSSION:**

The intent of this policy is to provide direction for agency staff. It is important for agency staff to know how to contact supervisory staff during assigned work hours.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Administration and Management	<b>STANDARD NO.</b>  1A-ADM-131
	<b>SECTION:</b>  General Administration	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Firearms and Other Weapons	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Agencies shall have written policy, procedure and practice governing the carrying and use of weapons by employees in the performance of their duties. Such policy shall cover the use of force, deadly force, and ongoing training certification necessary for the authorized weapons. Local policy may authorize weapons including, but not limited to oleoresin capsicum (pepper spray), batons, electronic stun devices (e.g. Taser) and firearms.

Agency policy authorizing use of weapons other than oleoresin capsicum (pepper spray), shall include a requirement to report to KDOC all uses of force involving the approved weapons.

**DISCUSSION:**

This standard shall not prohibit the carrying of concealed firearms when done so in accordance with the Kansas Personal and Family Protection Act or prohibit certified law enforcement officers, employed as surveillance officers, from carrying a weapon as allowed by their law enforcement certification. With the exception of oleoresin capsicum (pepper spray) and electronic stun devices (e.g. Taser), state general funds shall not be used in the purchasing of firearms/weapons, accessories or related trainings for employees or contract staff.